

PETER GERHARDT

**27241 Salta Drive
Punta Gorda, FL 33983
941-249-9405 Home Phone
516-503-3474 Cell Phone
Jdp.godalers@gmail.com**

Summary:

Provide high-level Municipal Government administrative support by effectively communicating and prioritizing, in a fast paced environment. Detail oriented with the ability to handle multiple tasks simultaneously, while meeting deadlines in a timely and organized manner.

Professional Experience:

Municipal Government, General Services/Purchasing

- Provided all aspects of municipal buying and administration from Bid to Procurement.
- Generate, review and modify purchasing contracts and General Service Requisitions.
- Proficient Government Information System-GIS, Knowledgeable in all Town And County Departments.
- Process requisitions into Purchase Orders and Service Orders.
- Worked closely with Town Departments and Vendors during all phases of procurement.

Fire Rescue Support Specialist

- Sales and Customer support Fire Rescue Equipment.
- Responsible for Document and Municipal Bid preparation, Excel spread sheets,
- Payroll processing, Order entry, Fire truck photography, Repair estimates.
- Responsible for equipment price quotes.
- Company insurance representative, Credit and billing department operation.

Real Estate Broker Florida and New York/Owner Peachland Realty

- Oversaw the daily operations and supervision of Real Estate office and staff.
- Proficient in Appraisal, Taxation, Zoning, Accounting and Management.
- Proficient in investment portfolios, Cash flow analysis.
- Proficient in Quickbooks, Excel, Word, Works, Aris, AX, Power Point, Windows, GIS.

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Supervisor-Aviation Line Service

- Responsible for Airport operations, Ramp and Taxiway operations.
 - Proficient in Aircraft fueling, Marshalling, Aircraft service and cleaning.
 - Proficient in Hanger operations, GPU operation, Fuel truck operation, Fuel farm Mgmt.
 - Responsible for Airport regulation and security and legal documentation.
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Business

Experience:

General Services/Purchasing
Town of Oyster Bay-Town Hall
Oyster Bay, NY
5/11 – 7/15

Fire Rescue Support Specialist
Hendrickson Fire Rescue Equipment
Huntington, NY
2008 – 2010

Licensed Real Estate Broker
Owner Peachland Realty, Inc.
Port Charlotte, FL
FL. 2001 –2005
N.Y. 2007 – Present

Supervisor-Aviation Line Service
Long Island Jet Center/Sheltair
Republic Airport, Farmingdale NY
2006-2008

Education:

Nassau County Fire Service Academy
Nassau County Fire, Police, EMS Academy
New York State Academy of Fire Science
Great Neck High School
Ed Klopfer Real Estate School
Real Estate Training Center of Greater New York
Long Island School of Real Estate

References:

Furnished upon request.

Volunteer Activities:

2007- 2016, Massapequa Republican Club

2008- 2016 , Farmingdale Republican Club

2011- 2015, Nassau County Republican Committee (Committeeman)

2011 – 2015, Town of Oyster Bay Republican Committee (Committeeman)

2012 – 2015, Notary Public State of New York

2016, Charlotte County Habitat for Humanity

2016, Charlotte County Homeless Coalition

2010 , Coach- Farmingdale Baseball League

2005 , Coach- Police Activity League, Farmingdale, NY – Baseball

2004 , Coach- Charlotte County, FL – Basketball

1987-1997 - Fireman First Class, Bethpage Fire Department, Bethpage NY 11714

- Class "A" (Interior Firefighter) Engine Company 5.
- Emergency Medical Technician
- Department Secretary